

NASPNCLAINST 4205.1A

Subj: RECEIPT INSPECTION AND ACCEPTANCE OF MATERIALS AND SERVICES PRIOR TO  
CERTIFICATION FOR PAYMENT

Ref: (a) NAVSUP Manual Vol II  
(b) SECNAVINST 4205.5

Encl: (1) Order for Supplies or Services, DD Form 1155

1. Purpose. To establish procedures for receipt, inspection, and acceptance of materials and services by NAS Pensacola activities.

2. Cancellation. NASPNCLAINST 4205.1

3. Background. Proper receiving procedures are essential in ensuring the Federal Government receives the best value for dollars spent. Included in the receiving procedure is the final inspection and acceptance of purchased materials or services. Inspection and acceptance must be performed and documented to verify that what was ordered and received conforms to specifications cited on the purchase contract. This procedure must be completed in order to certify the invoice for payment. Reference (a) contains detailed guidance on receiving, inspection, and acceptance procedures. Reference (b) contains the specific duties and responsibilities for inspection and acceptance on contracts, for which a Contracting Officer's Technical Representative (COTR) has been designated.

4. Scope. Provisions of this instruction apply to all activities using Unit Identification Code N00204 for procurement purposes.

5. Definition

a. Receipt, for the purpose of this instruction, is the act of an authorized government agent, who physically accepts material or services in the government's name and verifies the receipted material or service matches that cited on the Vendor's Delivery Ticket.

b. Acceptance is the act of an authorized agent of the government by which the government acknowledges and agrees that the receipted supplies or services are in conformance with the contract requirements, including those of quality, quantity, and packaging.

c. Inspection means the examination (including testing) of supplies and services to determine conformance with contract requirements and specifications.

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d. Contracting Officer's Technical Representative (COTR) normally appointed for service contracts exceeding \$10,000, is a government official appointed in writing by the Procuring Contracting Officer (PCO), and

designated in the contract, who provides technical direction/clarification,

e. \_\_\_\_\_, is normally used to  
and accept receipted services by the requesting activity. Enclosure (1)

6. \_\_\_\_\_

a.  
DD Form 1155, will be received, inspected, and accepted by the NAS Supply  
are delivered directly to the requester by the vendor, such as concrete,  
requester will receive, accept, and inspect the items.

Inspection and acceptance by the NAS Supply Department normally will  
conformance with the purchase description. Inspection of supplies also  
originating the purchase request is responsible for inspecting "hidden damage"  
performs a cursory inspection upon receipt, and not all damage may be  
the Supply Department, Receiving Section, immediately.

Normally, purchased material will be received by the NAS Supply  
Department. Final inspection and acceptance will be performed by the ordering  
at the vendor's site by the ordering activity, the receipt, inspection, and  
of material. The signed DD Form 1155 and a copy of the vendor's invoice  
3644, Code 19120.

Purchased  
received, inspected, and accepted on the site at which the repair occurs by

7. \_\_\_\_\_. Activities operating within the scope of this instruction are

a.  
the PCO does not require a COTR, inspection and acceptance, as defined above,  
illustrated in enclosure (1). This certification will be considered

b.  
copy of the DD Form 1155 for the requested service and/or material is  
did not receive a DD Form 1155 or is unable to locate it, contact the NAS

c.  
processing a "walk-thru," verify that the data cited on the vendor's delivery

ticket/invoice as certification of the work being completed or receipt of material. Keep a copy of the signed delivery ticket/invoice for the appropriate files. Forward the signed DD Form 1155 (see enclosure (1)) and the original delivery ticket/invoice to the NAS Supply Department, Budget Branch, Building 3644, Code 19120.

d. As previously stated, the NAS Supply Department will receive, inspect, and accept all procured material. However, it is still the responsibility of each requesting activity to perform a final inspection of purchased goods for "hidden damage" and any nonconformance to specifications as cited on the purchase contract. If any discrepancies are noted, notify the Receiving Section immediately.

J. M. DENKLER

Distribution:

B

(NASPNCLAINST 5216.1R)

Stocked:

Commanding Officer

NAS Pensacola

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